



Office of Disaster Personnel

**RECRUITMENT NOTICE**  
**Term Appointment**  
**Multiple Positions**  
**Disaster Reserve**

**ANNOUNCEMENT NO.:** DEU-05-1R

**OPENING DATE:** June 22, 2005

**CLOSING DATE:** Open Continuously

**CUT-OFF DATES:** First Cut-Off – July 6<sup>th</sup>, 2005; subsequent Cut-Offs – Every Four Weeks  
Applications received by each cut-off date will be rated and considered at that time.

**POSITION:** Disaster Reserve Specialist, GS-1101-9/11  
Disaster Reserve Technician, GS-1101-5/6/7  
Construction Analyst, GS-828-7/9/11  
Multiple Positions – Various Skill Sets (See Options Described Below)  
Term Appointment Not to Exceed 4 Years - **Intermittent** Work Schedule

**SALARY:** \$24,667.00 - \$45,239.00 base pay  
(Does not include locality pay adjustment, if any. Cost of Living Adjustments (COLA) may apply depending on residency). Pay setting procedures may apply.

**WHO MAY APPLY:** All U.S. Citizens (U.S. Citizenship is Required)

**COMPETITIVE STATUS IS NOT REQUIRED - RELOCATION EXPENSES WILL NOT BE PAID**

**This position is designated as Disaster Loan Making Funded**

The Disaster Reserve Team is a group of fully qualified and trained SBA employees (including re-employed military and Federal retirees) on an intermittent work schedule, who are available to respond to disaster emergencies within 48 hours, anywhere in the United States and its territories.

Candidates will be considered at the highest grade level for which they are qualified. Employees selected at a lower grade level may be promoted up to the full performance level contingent upon the employee meeting qualification and performance requirements, recommendation by the supervisor, and available work at the next grade level.

The **Term Appointment** does **not** confer competitive status, or reinstatement rights, on the individual selected. The employee may be promoted or reassigned to another position within the SBA's Office of Disaster Assistance; however, he/she may **not** be appointed non-competitively to another Federal position. The employee is initially given a Term Appointment of **13 months**. If all other conditions of employment are met, this appointment may be extended, in increments, up to a total of **four (4) years**. In order to respond quickly and efficiently to disaster victims, **substantial compensated hours up to seven days a week and twelve to fourteen hours a day may be required** while on assignment. Travel will be for extended periods. Travel expenses are compensated based on SBA policy and Federal regulations. In addition, Reservists may encounter hazardous working and/or living conditions; i.e., no water or electricity and/or minimal lodging facilities. Employees are placed on an **intermittent work schedule**. This means that employees are in pay and duty status only when activated to respond to a disaster. When the disaster is over, Reservists return home until the next event that necessitates staff needed to respond.

Any individual eligible for consideration under the Interagency Career Transition Assistance Plan for Displaced Employees or under special hiring authorities, e.g., disabled, VRA, etc., should indicate on their application if they are applying under a special program and submit proof of eligibility with their application.

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Applicants may apply for one or all “skill sets” for which they may be qualified. Applicants must meet Office of Personnel Management (OPM) qualification requirements for the occupation and grade level for which application is made. Subsequent pages describe the duties; Knowledge, Skill and Ability (KSA) elements for each skill set; basis for rating, and other program explanations and requirements for these positions. You may use any acceptable application format as described in this announcement; however you must meet all requirements for further consideration toward the selection process.

**Qualification Requirements:** Candidates must have at least one year of specialized experience at, or comparable to, the next lower level in the Federal service which has provided them with the necessary knowledge, skills and abilities described in the summary of duties for each option. Specialized experience includes experience working in customer service, loan closing activities, damage verification or performing other duties directly related to the functional responsibilities of the skill set options described below.

**Basis for Rating:** The description of your work experience, level of responsibility, and accomplishments will be used to determine if you meet the basic qualifications for this position. If you meet the basic qualification requirements, you will be rated and ranked on the Knowledge, Skills and Abilities (KSAs) required to perform the duties of the position. The KSAs are described below for each skill set option. To receive full credit for your qualifications, provide a supplemental narrative, written in the first person, supplying detailed evidence of your experience, training, education, awards, hobbies, self-development, achievements, and any other aspects of your background as they relate to the KSAs described below. Do not submit official position descriptions, performance appraisals, certificates, or any other material not listed below. This unnecessary material is not considered in the rating or ranking process.

## **OPTION 1 – Customer Service Skill Set**

### **Duties and Responsibilities:**

Incumbent provides customer service support in a disaster field location and is responsible for communicating the SBA Disaster Assistance Program to the public either in person or via the telephone. Interviews disaster victims, either individually or as groups. Thoroughly and correctly explains SBA’s disaster program, including eligibility, restrictions and procedures for applying for assistance for all types of disaster loans. Provides instruction, advice and counseling in completing application packages. In major (Presidential) disasters, recommends summary declines and automatic referrals to the Individual and Household Program. Reviews and screens home and simple business loan applications received for completeness, accuracy, and adequacy before acceptance for processing. Where information or documentation is missing, inaccurate, or otherwise inadequate or not returned, may contact applicant and further explains requirements before application can be accepted for processing. Close unsecured and secured loans, advising borrowers of their rights and obligations under the conditions of the loan authorization.

### **Knowledge, Skills, and Abilities (KSAs) used in the rating process:**

1. Ability to determine and communicate prospects for repayment, appropriate rate of interest, and terms and maturity applicable to individual loan authorizations.
2. Ability to meet and deal with Federal, State and Local officials and with applicants or their representatives, often under stressful conditions, who are making program inquiries and posing technical and routine questions.

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## **OPTION 2 – Information Technology Skill Set**

### **Duties and Responsibilities:**

Assists in managing, operating, and maintaining the automated data processing equipment and systems and with system security. May be required to provide detailed information to supervisor on local system needs, problem identification and proposed solutions.

### **Knowledge, Skills, and Abilities (KSAs) used in the rating process:**

1. Ability to set up, administer, and perform system testing operations on a medium scale involving local and wide area network systems.
2. Ability to support and train employees on general application software.

## **OPTION 3 – Construction Analyst (Loss Verification) Skill Set**

### **Duties and Responsibilities:**

Performs on-site inspections of rental, residential and commercial properties to determine extent of damage and costs to repair and/or replace real property, vehicles, personal property, machinery and equipment and other items. Incumbent schedules appointments with applicants, answers questions at inspection site, and calculates cost to replace or repair damaged items. Prepares worksheets using automated software and transmits data electronically. Higher graded positions may involve working with businesses with multiple subsidiaries, apartment buildings, and condominium associations.

### **Knowledge, Skills, and Abilities (KSAs) used in the rating process:**

1. Ability to determine cause and extent of damages and methods of making necessary repairs to real property including any skills acquired for reading and interpreting engineering/architectural plans, drawings and specific applications, including structure, foundation, masonry, electrical, plumbing, heating, ventilating and air conditioning, etc.
2. Skill in estimating cost of repair, replacement, or construction of real estate and using tablet computers and automated estimating software.

### **APPLICATION REQUIREMENTS:**

- Official records, including Official Personnel Folders, will not be used in the rating or ranking process. Candidates must be very explicit in describing their experience and level of difficulty of the work performed.
- You may use any written format you choose to apply for this position. However, your application must include all of the items listed in Optional Form 612, *Optional Application for Federal Employment* (available at <http://www.opm.gov/forms/html/of.htm#of612>) and any other items requested by this vacancy announcement. If your application or resume does not include the required information, you may lose consideration for the job. (See OF-510, *Applying for a Federal Job* for required information if submitting a resume. It is to your advantage to request and read the OF 510 brochure which contains guidance on the information that must be included in your narrative application or resume to ensure your optimum consideration.)
- A supplemental narrative addressing the KSAs
- Most recent DD-214, Release from Active Duty, if applying for veterans' preference

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- If you claim 10-point veteran preference, submit an SF-15, *Application for 10-Pt Veterans' Preference*, and proof required by that form. The SF-15 is available at <http://www.opm.gov/forms/html/sf.asp>

You may obtain a complete application package by calling the Human Resources Office at 1-800-488-5323, or at this address: U.S. Small Business Administration, Disaster Area 4 Office – Human Resources, 6501 Sylvan Road, Citrus Heights, CA 95610-5017. These forms and any attachments will be retained and will not be returned to you.

**ALL REQUIRED DOCUMENTS AND INFORMATION MUST BE RECEIVED BY THE CUT-OFF DATES OF THIS ANNOUNCEMENT SO THAT WE CAN CONSIDER YOUR APPLICATION AT THAT TIME.**

**NOTES:**

- Because of the fiduciary responsibilities of the SBA Disaster Assistance Program, employees are subject to a credit check. Prior to final selection, candidates will be required to complete a Credit Report Release Form.
- All application materials will be retained in the delegated examining file and will not be returned.
- Your application contains information subject to the Privacy Act (P.L. 93-5792 5 USC 55A). The Information is used to determine qualifications for employment, and is authorized under Title 5 of the United States Code, Sections 3302 and 3361.
- If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.

**If you are a former Federal civilian employee and elected to choose the Voluntary Separation Incentive Payment (Buyout) anytime during the last five years, you will need to show documentation that full payment has been made back to the Federal Government, upon being offered a position.**

**DISPLACED FEDERAL EMPLOYEES:**

Individuals who have special priority selection rights under the Agency Career Assistance Transition Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for this position to receive consideration for special priority selection. CTAP and ICTAP eligibles will be considered well qualified if they attain a score of 90 or above. Federal employees seeking CTAP/ICTAP eligibility must show on their applications that they are applying as a CTAP or ICTAP eligible and must submit proof that they meet the requirements of 5 CFR 330.605(a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade and duty location.

If you are currently an SBA employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation you may be entitled to special priority selection under SBA's Agency Career Transition Assistance Program (CTAP). To receive this priority consideration you must:

1. Be a current SBA career or career-conditional (tenure group I or II) competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of SBA. You must submit a copy of the RIF separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of the position from which you are being separated. The position must not have greater promotion potential than the position from which you are being separated.

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3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.
4. Be currently employed by SBA in the same commuting area of the position for which you are requesting priority consideration.
5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
6. Be rated well qualified for the position.

**NON-COMPETITIVE ELIGIBLES:** Individuals who are eligible for noncompetitive consideration under a special hiring authority (e.g., 30% or more disabled veterans, severely handicapped individuals, former Peace Corps and VISTA Volunteers, postal career service employees, certain present and former career Foreign Service employees, etc.) may be considered noncompetitively for this vacancy. Information on special appointing authorities is available from the following websites: <http://www.opm.gov/veterans> (Veteran's Readjustment Act VRA), 30% or more Disabled Veteran Program, [http://www.opm.gov/disability/hrpro\\_3-02.asp](http://www.opm.gov/disability/hrpro_3-02.asp) (People with Disabilities). Applicants, who wish to be considered under an appropriate special hiring authority, as well as under the competitive examining process, *must submit two complete applications*. When only one application is received from a noncompetitive eligible, it will be considered under the appropriate special hiring authority only.

**VETERANS' PREFERENCE:** Five-point preference is granted to veterans who served on active duty anytime between December 7, 1941 and July 1, 1955 or who served for more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976 or who served during the Gulf War (from August 2, 1990 through January 2, 1992) or who served in a campaign or expedition for which a campaign badge has been authorized. A campaign medal holder or a Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty. You may be entitled to 10-point veterans' preference if you are a disabled veteran, received a Purple Heart, are a spouse or mother of a 100% disabled veteran, or are the widow, widower or mother of a deceased veteran. More information on veterans' preference is available in the VetGuide that may be found at [www.opm.gov](http://www.opm.gov).

**COMPLETED FORMS SHOULD BE SUBMITTED TO:**

U.S. Small Business Administration  
Disaster Assistance  
Attention: Human Resources (DEU-05-1R)  
PO Box 419004  
Sacramento, CA 95841

**ALL APPLICATIONS MUST BE RECEIVED IN THIS OFFICE BY THE CUT-OFF DATES TO BE CONSIDERED AT THAT TIME.** (First Cut-Off – July 6<sup>th</sup>, 2005, subsequent Cut-Offs – Every Four Weeks)

**FOR MORE INFORMATION:** Please contact Barbara Zepeda or Dori Whiting at (916) 735-1500 or 800-488-5323.

The use of U.S. Government postage-paid envelopes for the filing of job applications is a violation of the Office of Personnel Management and Postal Service regulations. Penalties include fines of up to \$300 and/or disciplinary action under SBA regulations.

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